



# Los Alamos Achievement Program

## Award Nomination Form

### ***Employee Information***

Name: \_\_\_\_\_ Z # \_\_\_\_\_

Title, Pay Series, and Level: \_\_\_\_\_

Division: \_\_\_\_\_ Org Name: \_\_\_\_\_ Division Cost Code: \_\_\_\_\_

Program Code: \_\_\_\_\_

Cost Account: \_\_\_\_\_

Work Package: \_\_\_\_\_

### ***Award Information***

(Please check one): ☐ Individual ☐ Team (Attach one memo for the team. The memo will include each individuals employee information). Justification to support nomination on back of this form.

Proposed Award Amount: \$ \_\_\_\_\_

Nominated by: \_\_\_\_\_  
Name and Title Date

### ***Approval Information***

Division/Program: ☐ Approved ☐ Disapproved Reason (if disapproved): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Justification to support nomination:** Specify accomplishment being recognized and briefly explain how the achievement surpasses expectations or goals defined for the job (See Award Criteria on reverse). Team awards should use one nomination form and memo with names and amount of awards.

**Breadth of Impact:** Explain briefly how this achievement contributed to the fulfillment of Organizational, Cross-organizational, or Laboratory-wide goals/objectives.

*Indicate Breadth of Impact:*      ☐ Organizational      ☐ Cross-organizational      ☐ Laboratory and beyond

### ***Award Criteria:***

The *Los Alamos Award* is intended to recognize exceptional contributions or noteworthy achievements which **surpass the expectations or goals defined for a job**. Examples of such accomplishments might include:

- An employee's significant contribution resulting in a scientific or technical innovation leading to important progress in an area of research or toward completion of a project
- An outstanding innovation or advancement in administrative techniques or procedures
- A notable accomplishment in improving environmental, health or safety conditions at the Laboratory
- An outstanding achievement in the area of technology transfer
- A creative suggestion or outstanding application of administrative procedures resulting in a significant improvement in cost or efficiency
- Demonstrated leadership and success in pursuing the Laboratory's institutional goals of employee development, affirmative action, diversified workforce, and community relations

See *Los Alamos Award* Guidelines for further details on award procedure.